

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, August 17, 2009

CALL TO ORDER

The meeting began at 5: 35 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Dave Thomas, Ed Comerford, Anna Marie Jones and Ed Fuentes

City Staff: Human Resources Director Tami Yuki, Chief of Police Neil Telford

Absent: Jeanne Garcia

APPROVAL OF MINUTES

The minutes of May 18, 2009 were approved.

The minutes of July 20, 2009 were approved with the following addition and change: "Personnel Board Member Thomas made a motion to extend the eligibility list for Firefighter until February 10, 2010 with the condition that only one person is hired off of the eligibility list. The motion died for lack of second".

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Current Recruitments

Human Resources Director Tami Yuki said that three candidates for Lateral Public Safety Dispatcher were interviewed on August 8, 2009. All three were placed on the eligibility list. Eighteen Entry Level Public Safety Dispatcher candidates are scheduled to be interviewed on August 20, 2009.

B. Review Job Descriptions for the Police Department

Police Commander

Chief of Police Neil Telford gave the organizational order of the Police Department: Chief of Police, Police Commander, Police Sergeant, and Police Officer. Non-sworn Police Communications and Records Supervisor, Public Safety Dispatcher, Police Clerk and Community Service Officer who is supervised by Police Sergeants.

Director Yuki said under "Supervision Received and Supervision Exercised", were formatting changes. She also said the title was changed to "Essential Duties and Responsibilities" in order to be consistent with other job descriptions.

Director Yuki said that the following sentence: "May have to attend evening meetings, work shifts, be on-call, and take on stand-by duties" was under "Ability To " and has been moved under "Essential Duties and Responsibilities". "Handle media relations" has been moved back to "Ability to". Personnel Board Member Thomas asked what kind of stand by duties would a Commander have. Chief Telford replied that the Commander would be on call if a major incident or special event would occur. Chief Telford said the Commanders take turns to be on call on the weekend.

Director Yuki stated that changes were made under "Experience". Chief Telford said that the previous job description required six (6) years of law enforcement experience with at least three (3) of those years as a Police Sergeant. Chief Telford stated since the re-organization of the Police Department with three Commanders in place of two Lieutenants and two Captains, the Police Sergeant in San Bruno has more experience in acting as a Watch Commander and running a shift. In other agencies the responsibilities fall on the Lieutenants. Because the Police Sergeants in San Bruno have more experience, Chief Telford felt that experience should be changed to "Six (6) years of progressively more responsible experience as a Police Officer with at least three (3) years as a Police Sergeant in San Bruno or four (4) years as a Police Sergeant in a municipal law enforcement agency".

Personnel Board Member Comerford asked under "Ability to", what would be customer service issues. Chief Telford replied, citizens' complaints, review customer satisfaction survey, handling business and school concerns.

Director Yuki said changes were made under "Special Requirements" "Possession of, or current eligibility for a Supervisory and Advanced Certificates issued by the California Commission on Peace Officer Standards and Training". Personnel Board Member Comerford asked why would a Sergeant be required to have a Supervisory and Advanced Certificates if a Sergeant should already have the certificates. Chief Telford replied that a Sergeant is required by the state to obtain a Supervisory certificate but is not required to have an Advanced certificate. Chief Telford also stated that the changes under "Special Requirements" would apply to out of state candidates. Under "Special Requirements", add "s" to "certificate".

Personnel Board Member Fuentes asked what is the difference between "Medical" and "Physical Requirements", Director Yuki said that physical requirements are established by Peace Officer Standards and Training. Medical exam is a requirement by the City of San Bruno. The candidate has to pass the medical exam in order to be a Police Officer in San Bruno. The City of San Bruno works with the clinic to test candidates based by physical standards set by Peace Officer Standards and Training.

Personnel Board Member Jones said under "Selection Guidelines" all Police job descriptions have "Medical exam" except for Police Commander. "Medical exam" was added to Police Commander also. Personnel Board Member Fuentes asked if reasonable accommodations are made if a candidate does not pass the physical exam. Director Yuki replied that reasonable accommodations are made for the candidate.

Change "Police Chief " to "Chief of Police" throughout the job description. "Characteristics" to be spelled correctly. On the second page second paragraph change "Assumes" to "Has". Add "Tools and Equipment from Sergeant's job description. Under "Ability", add "Ability to pass a complete background process". Add "Tools and Equipment" from Police Sergeant job description.

Personnel Board Member Fuentes asked if a Police Officer could use corrected glasses strapped tight to the head instead of soft contacts lenses. Director Yuki said that if a Police Officer is running after a suspect and gets in an altercation, the glasses could become a safety issue. Director Yuki will check on the standards for glasses and contact lenses for Police Officer.

Ed Comerford made a motion to pass Police Commander with changes. Anna Marie Jones seconded the motion. The motion passed unanimously.

2. Police Sergeant

Under "Supervision Received" add "designee". On page two second paragraph from the bottom add a comma after "vehicular traffic". Under "Peripheral Duties" last sentence, change from "Maintains departmental equipment, supplies and facilities" to "Insures proper maintenance of departmental equipment, supplies, and facilities". Under "Minimum Qualifications" "Knowledge of", change "modern" to "current" and change "Extensive" to "extensive". Under "Minimum Qualifications", delete "special requirements listed below". Under "Minimum Qualifications, "Knowledge of", delete "Extensive knowledge of City's geography" and change it to "Ability to learn City's geography" and place it under "Ability To".

Personnel Board Member Comerford made a motion to pass Police Sergeant with changes. Anna Marie Jones seconded. The Board passed unanimously.

3. Police Officer

Under "Essential Duties and Responsibilities" on the second page, second to last paragraph remove "s" from evidence. Under "Essential Duties and Responsibilities" the Board concurred to add "Respects and is sensitive towards the cultural and ethnic diversity of the community" to all Police and non-sworn job descriptions.

Under "Peripheral Duties" first sentence, add the same wording as in Police Sergeant "Insures proper maintenance of departmental equipment, supplies, and facilities". Under "Minimum Qualifications" "Knowledge of", change "modern" to "current".

Personnel Board Member Fuentes asked what is the difference between Entry Level and Academy Pre-Trained. Chief Telford replied Entry Level Police Officer is someone who meets the minimum qualifications. The candidate needs to be 21 years old must have a high school education or equivalent and attends the academy. Academy Pre-Trained must be able to meet all Entry Level requirements, must have successfully completed a California P.O.S.T Basic Training Police Academy within the last three (3) years. The reason that it must be in the last three years is that at the end of four years, the certificate expires. Chief Telford said Lateral is a sworn police officer from another agency.

Under "Education and Experience", change "Academy Pre-Trained" to "Academy Graduate". Under "Education and Experience", change "Preference" to "Preferred two (2) year college degree or higher". Under "Selection Guidelines" second paragraph on page 7 change to "Entry level requirements listed above". Under "Education and Experience" "Lateral Entry" second paragraph change the wording of, "Must currently be employed as a full time paid, sworn police officer and have at least 24 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application or possession of a valid California P.O.S.T. Basic Certificate or equivalent as approved by P.O.S.T."

Under "Tools and Equipment", change "Breathalyzer" to "alcohol screening device" add "Taser" and "Mobile Audio Video System". Under "Selection Guidelines", change "pre-trained" to "graduate".

Personnel Board Member Comerford made a motion to accept Police Officer job description with changes. Personnel Board Member Jones seconded the motion. Motion passed unanimously.

4. Police Communications and Records Supervisor

FLSA exempt wording will be added to the Police Communications and Records Supervisor job description.

Under "Supervision Received", change "Communication Dispatcher" to "Public Safety Dispatcher". Under "Supervision Received", add "or designee". Under "Essential Duties and Responsibilities" second page seventh paragraph add "t" to "a". Under "Essential Duties and Responsibilities", change the paragraph to "Develops makes recommendations for goals, objectives, policies, procedures and work standards for the Communication and Records Division". Under "Essential Duties and Responsibilities" second page second paragraph, delete "s" from "division".

Under "Minimum Qualifications" "Ability to", change "citizens and the public" to "general public". Under "Education and Experience" Under "Education and Experience", change "Preference" to "Preferred two (2) year college degree or higher". Under "Physical Demands", delete "Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles".

Personnel Board Member Fuentes made a motion to accept Police Communications and Records Supervisor with changes. Personnel Board Member Jones seconded the motion. The motion passed unanimously.

5. Public Safety Dispatcher I/II

Under "Supervision Received" add ", or designee". Under "Distinguishing Characteristics", delete "team concept" and add "Participate in a team approach in providing law enforcement services". Under "Education and Experience" "Public Safety Dispatcher Entry Level", delete "work" add, "related", delete "requiring alertness and using", and add "demonstrating use of". Under "Education and Experience" "Public Safety Dispatcher Lateral", add "or has worked within two (2) years. Chief Telford will provide language regarding POST certificate. Under "Essential Duties and Responsibilities" "Public Safety Dispatcher I", Personnel Board Member Thomas asked how does a Public Safety Dispatcher I receive training to search a prisoner. Chief Telford replied that the training is done in house. The search is supervised by a law enforcement officer. Chief Telford said that a search is usually a cursory or just a visual search.

Personnel Board Member Comerford made a motion to accept the Public Safety Dispatcher I/II job description. Personnel Board Member Jones seconded the motion. The motion passed unanimously.

6. Police Clerk I/II

Under "Supervision Received", add "or designee". Under "Minimum Qualifications" "Ability to", delete "speak, write and read English clearly and fluently". Under "Physical Demands", change "or" to "and" in front of smell. Under "Selection Guidelines", delete "and General Information".

Personnel Board Member Fuentes made a motion to accept Police Clerk I/II with changes. Personnel Board Member Comerford seconded the motion. The motion passed unanimously.

7. Community Service Officer I/II

Under "Education and Experience", change "Preference" to "Preferred two (2) years college degree or higher". Under "Distinguished Characteristics", spell out "CLETS".

Personnel Board Member Comerford made a motion to accept Community Service Officer I/II job description. Personnel Board Member Jones seconded the motion. The motion passed unanimously.

8. Board Members' Comments

Because the eligibility list for Firefighter was not extended and a couple employees will be retiring at the end of the year, at the last Board meeting, Personnel Board Member Fuentes said that the Board recommended exploring immediate recruiting for Firefighter. Director Yuki said that Fire Hire would be doing a testing process for those people who applied to Fire Hire Consortium, at the end of October. Director Yuki said we'd get a fresh group of applicants rather than use the present list where most applicants have been already picked by other agencies. At the beginning of November, Human Resources will receive the list from Fire Hire.

Personnel Board Member Comerford asked how does Fire Hire do the testing. Director Yuki replied that Fire Hire has a website and hundreds of people apply to take the exam. All the applicants are ranked, and the list is distributed to the agencies.

Personnel Board Member Thomas said that it is important for the Board Members to attend meetings. He said that the Board Members are allowed only two absences a year. Director Yuki will check the Municipal Code for the amount of absences the Board is allowed in a year.

Personnel Board Member Fuentes requested the vacancy list for the next meeting. Personnel Board Thomas asked for the organizational chart for the Police Department for the next meeting.

Personnel Board Member Fuentes said since there is always a lot of discussion when the Board is asked to extend the eligibility list; he asked if it might be advantages for the Board to develop a set of criteria. The Department Heads would know ahead of time the type of questions the Board would ask regarding the eligibility list. Personnel Board Member Comerford said that the Board needs to have good reason from the department before the Board extends an eligibility list.

The next Board meeting is scheduled for September 28, 2009.

ADJOURNMENT

The meeting adjourned at 7:43 p.m.

Respectfully submitted,

Marie Fir
Secretary